

C-201-9500

(048) 4-2

MEMORANDUM FOR: Director of Personnel  
Director of Logistics  
Comptroller  
Chief, Management Staff

SUBJECT: Principles and Procedures Pertaining to the  
Office of the SSA-DD/S

REFERENCE: Memo to above addressees from DD/S, subj as above,  
dated 24 March 1955

Paragraphs 5 and 7 of reference are hereby rescinded and the  
following paragraphs will be substituted, effective immediately.

Time and Attendance Reports

5. Each administrative unit will be responsible for the preparation of Time and Attendance Reports for personnel of that unit, and for certifying as to their correctness. The completed Time and Attendance Reports will be delivered to the respective Office heads by their representative units on the staff of the SSA-DD/S. The Office heads will assume responsibility for delivery of pay checks to their representatives on the staff of the SSA-DD/S.

Personnel Information Cards

7. Each administrative unit will be responsible for insuring the maintenance of files of duplicate Personnel Information Cards (Form 37-6) on the above personnel as required [redacted] paragraph 5.

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H. GATES LLOYD  
Acting Deputy Director  
(Support)

Dist:

- 1 - Each addressee
- 2 - DD/S
- 2 - SSA-DD/S ✓

SSA-DD/S:mc (2 Aug 55)

SECRET